407 LEVEL TEMPLATE OPERATIONS PROCEDURE

407.XXX.XX

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VERSION X.XX

15 MAR 2006

Change History

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15MAR2006	1.00	Keith Plant	Initial Release

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I. INTRODUCTION

The proceedure covered in this document provides a ONE-NET user the ability to add Public Folder Contacts Lists to the search order of their Outlook address book. State the requirement and approval authority for the system/capability and why it is necessary or essential to acquire or develop the system. The Public Folder Contact's List is intended for use by ONE-NET Customers.

A. Purpose

This document provides detailed operational procedures for adding Public Folder Contacts Lists to the search order of their personal address book on ONE-NET

B. Reference Material

List miscellaneous documents relevant to this procedure.

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C. Scope

The operational procedures covered in this document apply to *(either both the classified and unclassified networks, the classified network only, or the unclassified network only)*. Right-click affected check boxes, click Properties and select Checked for the Default value to check.

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Affected	Location	Code	Affected	Location	Code
☐	**ONE-NET Enterprise**	**ON**	☐	**Yokosuka, Japan**	**YO**
☐	**Manama, Bahrain**	**BA**	☐	Atsugi, Japan	AT
☐	**Naples, Italy**	**NA**	☐	Diego Garcia)	DG
☐	La Maddalena, Italy	LA	☐	Guam	GU
☐	London, United Kingdom	UK	☐	Chinhae, Korea	KO
☐	Rota, Spain	RO	☐	Misawa, Japan	MI
☐	Sigonella, Italy	SG	☐	Okinawa, Japan	OK
☐	Souda Bay, Greece	SB	☐	Sasebo, Japan	SA
			☐	Singapore	SI

Table I-1   Scope of (name system/capability)

D. Audience

This document is intended for the following audience:

- Network Administrators
- Installers

E. Assumptions/Constraints

List any training (if any) that needs to be required before installation/operation of the capability/system.

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II.   PROCEDURE

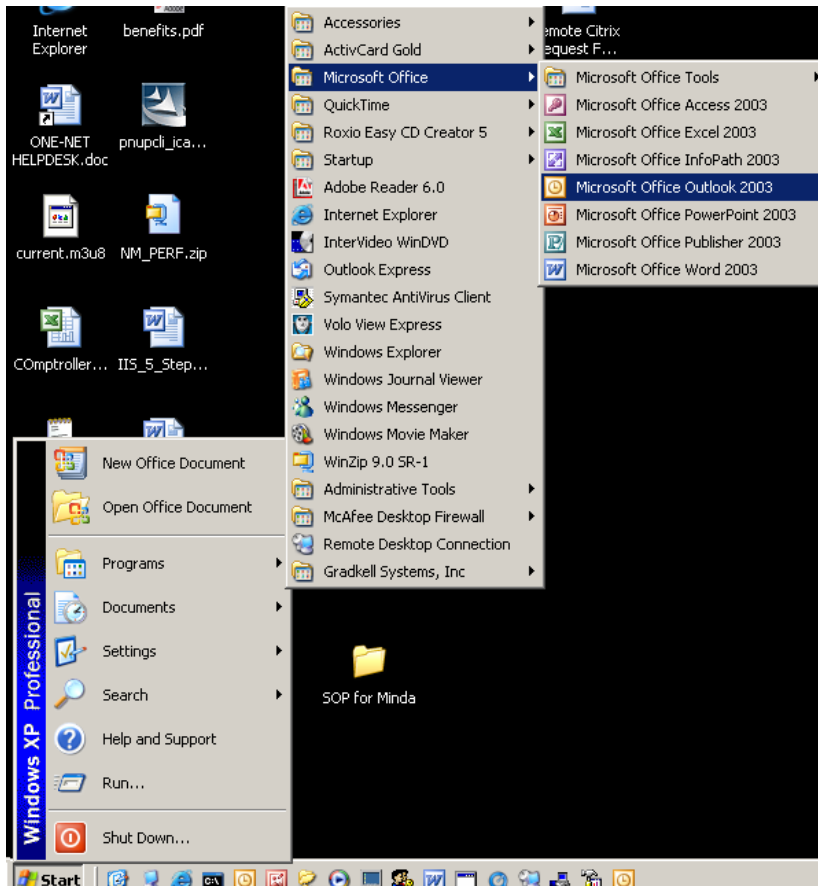   A. **After logging onto their ONE-NET Workstation, the user can start Microsoft Outlook by clicking on Start | Programs | Microsoft Office | Microsoft Office 2003.**
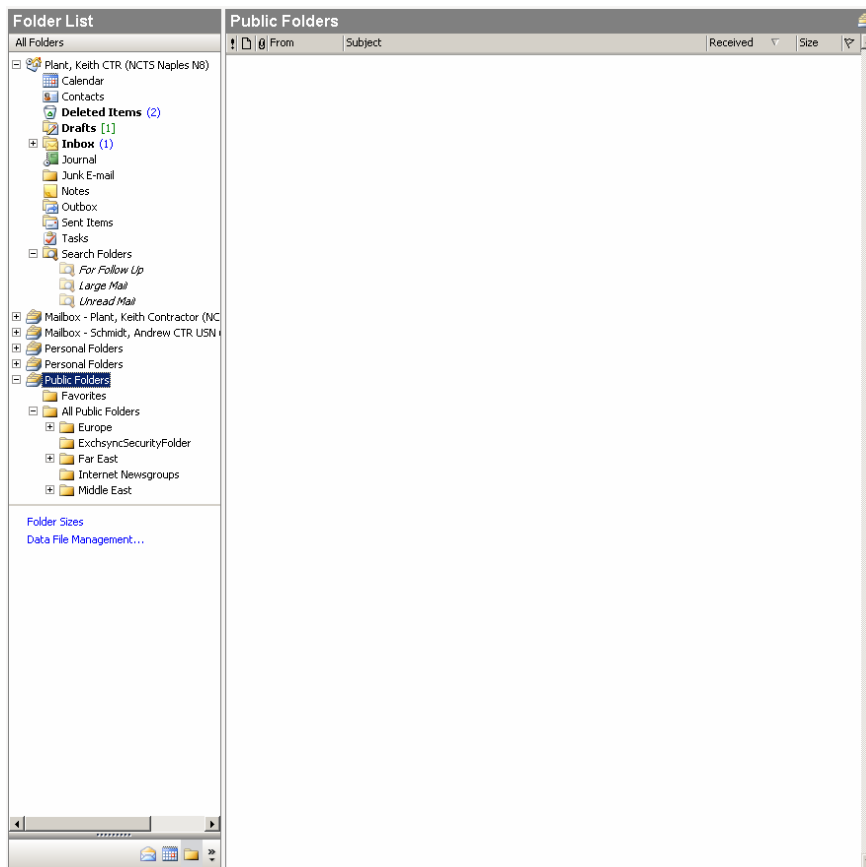

   B. **After outlook is started, user should choose the to have the Navagation Pane viewable. The Navigation Pane looks like a small Pane to the left of your screen with multiple folders in view. If your Outlook Window does not look similar to the one below, with the folder bar on the left side of the screen, you can toggle the view by pressing and holding down the ALT key and then hitting the F1 key.**

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C. In the Folder Pane, locate the Public Folders tree. Expand this tree by clicking on the [+] symbol next to the tree (see below)

D. After expanding Public Folders, the user should see a folder named All Public Folders. Expand this folder, then expand Europe and finally expand Contacts.

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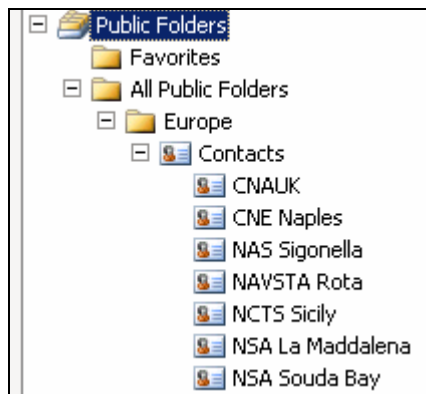
E. **To add one of the contact groups to your Outlook Address Book search list, simply RIGHT click the group that you would like to add and select Properties from the menu. A new properties window will appear and by choosing the Outlook Address Book tab on the top of the window, you must check the "Show this folder as an e-mail Address Book" check-box and then click 'OK'. Repeat this process for each contact group you would like added.**
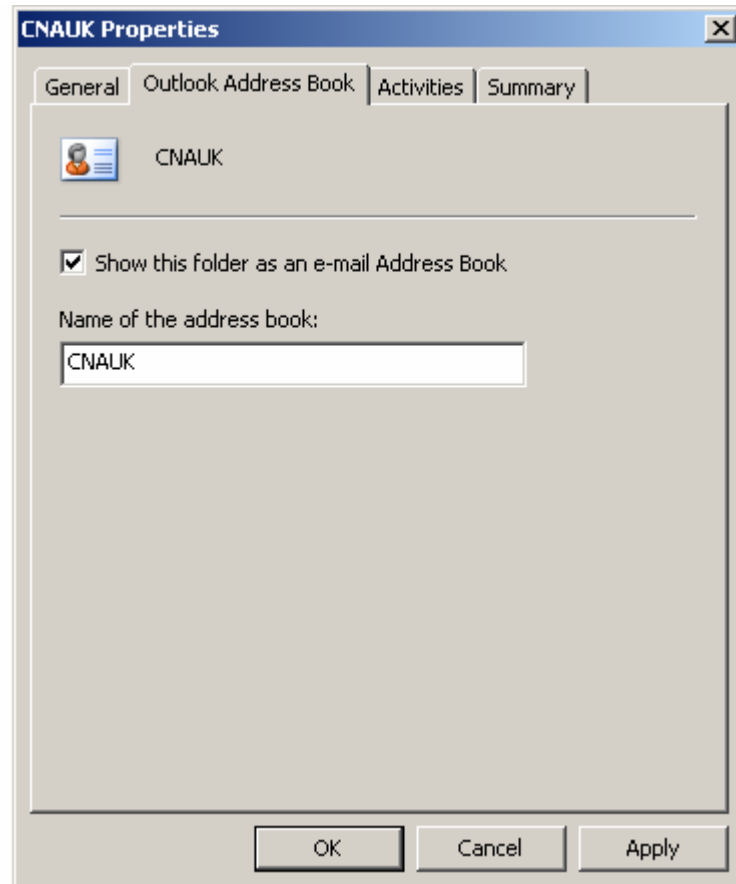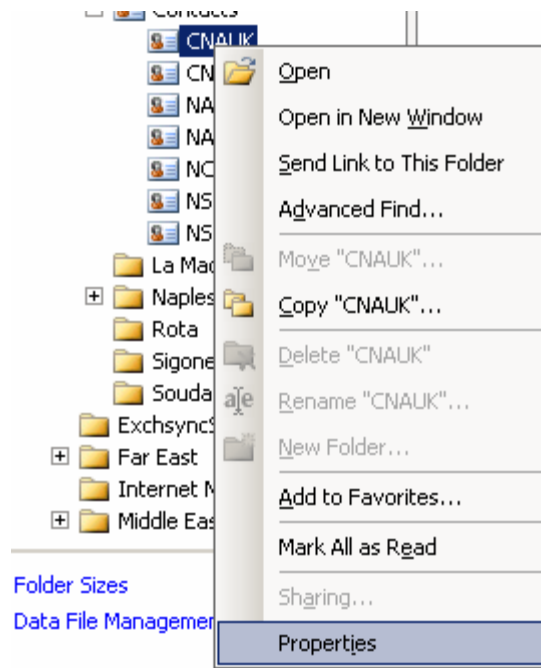
F. **After you are finished added all the desired contact groups, you may now access them easily by opening your Address Book in Outlook by clicking on the icon that looks like this : 📖 : on your tool bar. A window similar to below will appear. Now click on the down arrow near the "Show Names from the:" menu and you will see the newly added contacts list available!**

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